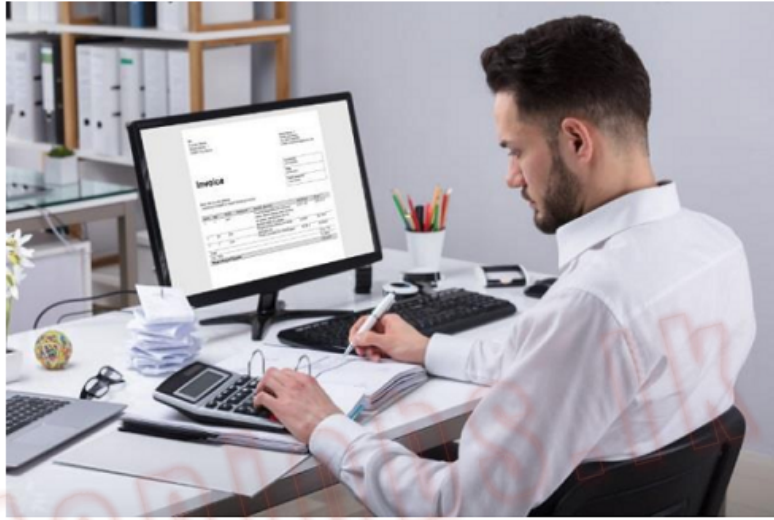


VIKASITHA ENTERPRISES (PVT) LIMITED

We are looking for a Data Entry Operator - Graphic Designer



Key Responsibilities

- Update internal databases with order details
- Liaise with shop managers to ensure all transactions are entered into the system
- Working ability under minimum supervision
- Track orders and ensure timely delivery and make requisitions
- Proficient in multi-design software application

Requirements

- Pass GCE A/L
- 1-2 years experience as a data entry operator
- Proficiency in data capturing and office management such as MS Office and Google suite
- The ability to manage and process a high volume of data accurately
- Good understanding of databases (QB online) and digital data filling system
- Hardware experience/knowledge will be added value
- Age 20-35 years

If you are interested please send your CV by email to career.vikasitha@gmail.com